

APPENDIX N - Preparation Guidelines for Project Scope Summary Report (Seismic Retrofit)

Table of Contents

| | |
|--|-----|
| APPENDIX N - Preparation Guidelines for Project Scope Summary Report (Seismic Retrofit)..... | N-3 |
| ARTICLE 1 - Overview..... | N-3 |
| Use of Project Scope Summary Report (Seismic Retrofit)..... | N-3 |
| Report Format..... | N-3 |
| ARTICLE 2 - Item-by-Item Guidelines for Preparing the Report..... | N-3 |
| Cover Sheet..... | N-3 |
| Registered Civil Engineer's Stamp and Statement..... | N-5 |

APPENDIX N - Preparation Guidelines for Project Scope Summary Report (Seismic Retrofit)

ARTICLE 1 - Overview

Use of Project Scope Summary Report (Seismic Retrofit)

The Project Scope Summary Report - Seismic Retrofit (PSSR-Seismic) is used for projects in the HA4S1, HA4S2, and HA4S3 programs. It is similar in purpose to that used for pavement and structure rehabilitation projects. Its intent is to tie down costs and schedules for programming, once the scope of a project is known. The following outline should be used to prepare a PSSR-Seismic.

Report Format

The PSSR-Seismic should be prepared and submitted using the outline provided on following pages. The following headings correspond to specific topics to be discussed in the submittal.

ARTICLE 2 - Item-by-Item Guidelines for Preparing the Report

Cover Sheet

All Seismic PSSRs should have a standard cover sheet to provide project identification information and signatures. Information to be provided includes the following:

- Title

Indicate "Project Scope Summary Report (Seismic Retrofit)".

- District-County-Route-Kilometer Post (Post Mile) [Dist-Co-Rte-KP(PM)]

The Kilometer Post should be given to the nearest 0.1 kilometer; if the project is 0.2 kilometers or more in length, give both the beginning and ending Kilometer Posts. Post Miles should follow the Kilometer Posts if needed for continuity of file references or other reasons.

- Responsible Unit (RU)

The unit source code of the registered civil engineer in responsible charge of the technical features of the project.

- Expenditure Authorization (EA)

The multiphase EA, using the "0" phase for the project.

- Program Identification

The program codes as given in the programming document or the project scheduling plan indicating the kind of work involved; i.e. RAS-HA4S1.

- On Route _____ From _____ To _____

A brief written description of the project limits that corresponds to the Kilometer Posts given above and ties the limits to commonly known physical features on the ground that can be identified on available mapping.

- Vicinity Map

A small map showing the project limits consistent with the brief description and Kilometer Posts, and a north arrow. The map should be sufficient to locate the project at a glance for a person unfamiliar with the project. It should show the features used to identify the project limits such as roads, streams, junctions or railroads, and the nearest town (unless too distant), and a note indicating the direction to and name of the next town in each direction.

- Right of Way Statement

A statement signed by the District Division Chief - Right of Way indicating the review of the right-of-way information contained in the PSSR-Seismic and the R/W data sheet attached to it and a finding that the data is complete, current and accurate.

- Recommended Approval

The recommendation for approval signed by the Project Manager and the Seismic Retrofit Coordinator as an indication that all necessary studies have been included.

- Approval

The approval of the PSSR-Seismic recommendations, signed and dated by the District Director or by a District Division Chief to whom that authority has been officially delegated. The date of signing becomes the official project approval and environmental compliance date.

Registered Civil Engineer's Stamp and Statement

The second page of the PSSR-Seismic contains the required seal or stamp and signature of a registered civil engineer who is the person in responsible charge. The sheet must include a statement indicating that the registered civil engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based. Approval of the PSSR-Seismic is a management decision and is separate from this technical signature of the person in responsible charge.

1. INTRODUCTION

Brief explanation that the project is in a legislatively mandated program and the PSSR is being prepared to program, fund and schedule the project.

2 RECOMMENDATION

Give a recommendation for approval. If cooperative features are described, recommend that the cooperative features be approved and a cooperative agreement be negotiated.

3. LOCATION AND PROBLEM

A list of the project's structures including bridge number, name and Dist-Co-Rte-KP(PM) description with detail of each structure's susceptibilities.

4. PROPOSALS

For each structure, describe proposed retrofit strategies for the superstructure, abutments, columns, footings, etc.

5. COST ESTIMATES

For each bridge list the estimated cost of Structures, District and Right of Way work for the major components of work. Include Structures, district and Right of Way sub-totals and the project total. Do not include project support costs.

6. PROJECT SCHEDULE

List completion month/day/year of the following:

- Strategy Meeting.
- Strategy Determination.

List target month/year for at least the following project milestones:

- Project Scope Summary Report Approval.
- Structures PS&E to District.

- District PS&E to Headquarters Office Engineer
- Advertisement.
- Construction Complete.

Include estimated PY effort and other support costs of project development and construction from the time the project is initially programmed through the final stages of construction. The proposed schedule should be based upon when the District realistically expects that the project would be constructed. This information is not required for Minor projects.

The cost of any specialty contracts or other atypical direct project costs which may be required for the project should also be estimated by the proposed fiscal year. Do not include costs for PY estimates. The Project Management Program (PMP) will establish average dollar costs per PY for various functions, including salary, benefits, CADD usage, travel and other direct costs. Once a project is about to be programmed, these rates will be applied to the estimated PY effort by PMP.

This table is an example of the information needed:

Project Support:

| Proposed Program FY | District PY'S | | | Engineering Service Center PY'S | | | | | FY Total PY'S | Other Costs (\$) |
|---|------------------|-----|--------|---------------------------------|--------|-----------------|--------|----------------|---------------------|------------------------|
| | | | | Structures | | METS and Others | | Office Engr | | |
| | Design | R/W | Constr | Design | Constr | Design | Constr | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| TOTAL ESTIMATED PROJECT PY'S AND OTHER SUPPORT COSTS: | | | | | | | | | PY'S | \$* |

* Note: Dollar value of estimated specialty contracts, etc. to be shown only when applicable.

7. PROJECT FACTORS

Include brief status discussions of the following for each structure as applicable: environmental status, right of way, railroads, utilities, permits, concurrent work, traffic control and unusual features.

Describe in general the right of way requirements and refer to the R/W Data Sheet which must be an attachment to the PSSR-Seismic. Describe any right of way issues that influence the design of the project.

For most seismic retrofit projects include the following statement:

The project is included in the one-time Categorically Exemption/Categorical Exclusion Determination for Seismic Retrofit projects.

For projects that do not fit the proposal description and purpose of the one-time determination or that involve direct work in wetlands or historic properties (including historic bridges), if Categorically Exempt from CEQA, the following statement must be included:

The project is Categorically Exempt under Class (specify class) of the State CEQA guidelines.

8. PROJECT FUNDING

One sentence indicating project will be funded from HA4S1, HA4S2 or HA4S3 fund reservations, by SHOPP Amendment, following PSSR approval. If non-seismic work is included in the project, the funding source must be identified.

9. PROJECT PERSONNEL

List Structures and District Project Engineers along with their phone numbers (Calnet and public). List Project Manager and phone number if different from Project Engineer. List District Seismic Coordinator and phone number. If Consultants are used for Structures design, list Engineering Service Center Project Functional Manager. As applicable to the project, specialty units should be listed with contact and phone number, e.g. Environmental R/W, Traffic Operations, Hydraulics, Architectural Historian, Railroad R/W, etc.

10. PROJECT REVIEWS

Include date and name of reviewers involved in the project, e.g. FHWA, PD Coordinator, HA4S Program Advisor. Tell of eligibility, concurrence or approval as applicable.

Indicate type of federal involvement; i.e., exempt, certification acceptance, or project by project.

11. LIST OF ATTACHMENTS

The following attachments must be included with the PSSR-Seismic:

- Project map
- Categorical Exemption/Exclusion or final environmental document
- R/W Data Sheet
- HA4S Priority Rating Sheet
- Strategy Meeting Minutes and Attendance Roster
- Cost Estimate approved by PM



Dist - Co - Rte - KP(PM)
RU - EA
Program

PROJECT SCOPE SUMMARY REPORT (Seismic Retrofit)

Vicinity Map

Show:

- Project Limits
- North Arrow

On Route _____

From _____

To _____

I have reviewed the right of way information contained in this Project Scope Summary Report-Seismic Retrofit, and the R/W Data Sheet attached hereto, and find the data to be complete, current, and accurate:

DEPUTY DISTRICT DIRECTOR – RIGHT OF WAY

APPROVAL RECOMMENDED:

APPROVAL RECOMMENDED:

PROJECT MANAGER

SEISMIC RETROFIT COORDINATOR

APPROVED:

DISTRICT DIRECTOR

DATE

Dist - Co - Rte - KP(PM)

This Project Scope Summary Report-Seismic Retrofit has been prepared under the direction of the following registered civil engineer. The registered civil engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based.

REGISTERED CIVIL ENGINEER

DATE



Outline For PROJECT SCOPE SUMMARY REPORT (Seismic Retrofit)

1. INTRODUCTION
2. RECOMMENDATION
3. LOCATION AND PROBLEM
4. PROPOSALS
5. COST ESTIMATES
6. PROJECT SCHEDULES
7. PROJECT FACTORS
8. PROJECT FUNDING
9. PROJECT PERSONNEL
10. PROJECT REVIEWS
11. ATTACHMENTS